

## **Preparation Checklist for your District Operations Review**

	Conservation District
	Date of last District Operations Review
	Time period for this District Operations Review

***To facilitate completion of your District Operations Review, please have the following information sources available for the time period noted above:***

- ☐ Minutes of regular and special meetings, including resolutions adopted
- ☐ Insurance policy, including surety bond coverage
- ☐ Most recent state audit, including any findings or management letter(s)
- ☐ Most recent internal audit checklist and/or report
- ☐ Long-range plan
- ☐ Annual plan of work
- ☐ Annual report of accomplishments
- ☐ Current cooperative agreements, interlocal agreements, MOU/MOAs, etc.
- ☐ Resolution or motion identifying claims agent appointment
- ☐ Resolution or motion identifying district auditor appointment
- ☐ Resolution identifying district treasurer appointment
- ☐ Training plan(s) for supervisors and employees
- ☐ Inventory records from most recent plant materials sale
- ☐ Any contracts with supervisors, associate supervisors, employees, or their spouses or dependant children
- ☐ Personnel policy
- ☐ Annual operating budget
- ☐ Receipt book(s) for the time period
- ☐ Treasurer reports, cancelled checks and bank statements
- ☐ Cancelled checks